

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
JANUARY 27, 2014 - JANUARY 31, 2014**

MONDAY, JANUARY 27, 2014

- | | | |
|----------|--|---|
| *8:30 am | Community Options Program Planning Committee | Board Rm B, Sophie Beaumont
111 N. Jefferson Street |
| *2:00 pm | NE Wisconsin Family Care Executive Cmte (via phone – see attached) | Door Cty Government Center
421 Nebraska Street, Sturgeon Bay |
| *6:00 pm | Land Conservation Subcommittee | Room 161, UW Extension
1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension
1150 Bellevue Street |

TUESDAY, JANUARY 28, 2014

- | | | |
|----------|--|---|
| *4:00 pm | Children With Disabilities Education Board | Syble Hopp School
755 Scheuring Road |
|----------|--|---|

WEDNESDAY, JANUARY 29, 2014

(No Meetings)

THURSDAY, JANUARY 30, 2014

(No Meetings)

FRIDAY, JANUARY 31, 2014

- | | | |
|-----------|------------------------|---|
| *11:30 am | Legislative Discussion | Neville Public Museum
210 Museum Place |
|-----------|------------------------|---|

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, January 27, 2014 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street,
Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of November 25, 2013
5. Updates
- *
 - A. Family Care update
 - B. COP update
 - C. CIP update
6. **Closed session**--Pursuant to 19.85(l)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 7. CBRF variance requests (two not requiring individual vote)
8. Any other business authorized by law

* Indicates materials are included in packet mailing

Northeast Wisconsin Family Care District

Executive Committee Agenda

January 27, 2014

2:00 p.m.

Door County Government Center

The Cherry Room

421 Nebraska Street

Sturgeon Bay, WI

The Northeast Wisconsin Family Care District Board Executive Committee will conduct a joint meeting with the Executive Committee of the Lakeland Care District Board by telephone at the above-noted time. Facilities will be made available to allow public monitoring for the open session portions of the joint meeting at the above location. The agenda for the Northeast Wisconsin Family Care District Board Executive Committee Meeting at the above date and time is as follows:

1. Call to Order
2. Roll Call
3. The Committee will consider a motion to convene in closed session pursuant to Wis. Stat. § 19.85(1)(e), “[d]eliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” to wit: to discuss strategies, objectives, considerations and other matters relating to the expansion of Family Care to the 7-county region comprising the Northeast Wisconsin Family Care District.
4. The Committee will reconvene in open session immediately following the closed session and take action, if any, on matters discussed in closed session.
5. Discuss future meeting dates and agendas
6. Adjourn

Individuals with disabilities requiring special accommodations for attendance at the meeting should contact Debbie at (920) 857-9997 at least 48 hours prior to the meeting.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

**Monday, January 27, 2014
6:00 p.m. (PD&T to Follow)
Room 161, UW Extension
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of Land Conservation Subcommittee of November 25, 2013.

Comments from the Public

1. Budget Status Financial Report for November, 2013.
2. Great Lakes Restoration Initiative Update – Lori Van Hulle, Area GLRI Coordinator for NRCS.
3. Director's Report.
4. Such other matters as authorized by law.
5. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, January 27, 2014
Approx. 6:15 p.m. (To follow Land Con Mtg)
Room 161, UW Extension
1150 Bellevue Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of November 25, 2013 (final draft), December 16, 2013 and December 18, 2013.

Comments from the Public

1. Review minutes of:
 - a. Harbor Commission (October 14, 2013).
 - b. Planning Commission Board of Directors (November 6, 2013).
 - c. Revolving Loan Fund Committee (July 23, 2013).
 - d. Solid Waste Board (October 21, 2013).
 - e. Transportation Coordinating Committee (September 9, 2013).

Communications

2. Communication from Supervisor Lund re: To see if it would be possible to lower the special taxes for Brown County residents when they rent a car in Brown County. *Referred from December County Board.*
3. Appeal on behalf of Mr. Ricky Lemmen – Addition to Residential Property located at 2352 Dorn Drive. *Held for a month for up to date drawings.*
4. Professional Services Contract for La Baye. *Referred back from November PD&T.*

UW-Extension

5. Budget Status Financial Report for November, 2013 (to be provided at meeting).
6. Director's Report.

PUBLIC HEARING: An Ordinance to amend Chapter 23 of the Brown County Code entitled "Floodplains."

Planning and Land Services

Land Information (no items)

Planning Commission

7. Resolution re: Approving the Cemetery Plat Titled North Pittsfield Cemetery Replat.
8. Budget Adjustment Request (14-02) Category 5: Increase in expenses with offsetting increase in revenue.
9. Update regarding development of the Brown County Farm property – standing item.
10. Budget status financial report for November, 2013.
11. Discussion with possible action re: assigning Bellevue their own representative on Brown County Planning Commission.

Property Listing

12. Budget status financial report for November, 2013.

Zoning

13. Ordinance to Amend Chapter 23, Table of Contents (General Provisions and Nonconforming uses Sections) and Sections 23.05, 23.06 (1), 23.07 (1), (2) and (3), 23.08 (1) and (2), 23.09, 23.12 (1), 23.17 (1), (2) and (3), 23.18, 23.19, 23.20 (3) (5) (6) (7), (11) and (12), 23.23, 23.24 (1), (2) and (4), 23.27, 23.28 (1), (2), (3), (4), (5), (7) (8) and (9), 23.29, 23.30, 23.31 (1) and (2), 23.32 (1), (2) and (3), 23.33 (2) and (3), 23.34 (1), (2) and (3), 23.35 (1), (2), (3) and (4), 23.37, (1), (2), (3), (4), (5) and (6), 23.38 (1), (3), (4), (5) and (6), 23.40 (1), (2), (3) and (4), 23.42, 23.43 (1), (2) and (3), 23.44 (3), Amendments, 23.45 (1), (2), (3), (4), (5) and (6), 23.46 (3) and (4), 23.47, 23.48, and Appendix, and shall create Sections 23.16, 23.441, of the Brown County Code entitled, "Floodplains"
14. Request from Dale Liebergen to waive the sanitary permit renewal fee.
15. Budget status financial report for November, 2013.

Port and Resource Recovery

16. Port Opportunity Study – Request for Approval.
17. Amendment to the Hobart Settlement Agreement – Request for Approval.
18. Revised Resolution Authorizing the sale of Bay Port Property owned by Brown County to Northeast Asphalt, Inc. and its subsidiary, Bay Port Holdings, LLC – Request for Approval. *Referred back from December County Board.*
19. Recycling Transfer Station Compactor Installation.
20. Director's Report.

Public Works

21. Summary of Operations.
22. Director's Report.
23. Recommendation & Approval of Bid for Relocation of Cooling Tower from Former Mental Health Center (MHC) to Central Library - Project #1786 (support material to be provided at meeting).
24. Recommendation & Approval of Bid for Power and Lighting Upgrades at the Central Library - Project #1797 (support material to be provided at meeting).
25. Resolution Authorizing County Trunk Highway Jurisdictional Revisions on CTH G (Fernando Drive) and W. Main Avenue, in the Village of Ashwaubenon, Brown County.
26. Resolution Authorizing County Trunk Highway Jurisdictional Revisions on STH 96, CTH MW, and CTH D, in the Village of Wrightstown, Brown County.
27. Resolution Authorizing County Trunk Highway Jurisdictional Revisions on CTH EA and S. Huron Road, in the Village of Bellevue, Brown County.
28. Update on signs and other possible remedies with regard to the end of the four roads intersecting with County Hwy ZZ. *Referred back from September PD&T.*

29. Discussion regarding inventory of existing space, cost of moving, as well as comparable properties on the market for the housing of the Brown County Health Department. *Referred back from Sept PD&T.*

Airport

30. Strategic Sustainability Plan.
31. Airport Financial Report – November.
32. Hourly Employee 12-hours Worked Report.
33. Director's Report.
34. Closed Session: Discussion and possible action on strategies and negotiating of new lease agreements at the airport.
- a. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
- b. Reconvene in Open Session: Discussion and possible action on negotiating new lease agreements with tenants at the airport.
35. **Register of Deeds** – Budget Status Financial Report for November, 2013.

Other

36. Audit of bills.
37. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD AGENDA
Tuesday January 28, 2014- 4:00pm
Syble Hopp School

1. Call to Order - 4:00 pm. – K.Gustman
2. Action Item: Approval of December 17, 2013 Board Minutes
3. Correspondence
4. Action Item: Approval of Agenda
5. Action Item: Donations
6. Action Item: Financial Report
7. Action Item: Administrators Report
8. Action Item: Parent Organization
9. Action Item: Payment of Bills
10. Action Item: Interagency Transition Agreement
11. Action Item: 2nd reading of revised policy #3.01 Certified Personnel;#3.02 Classified Personnel
12. Action Item: CESA 10 contract
13. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(f)(e) to discuss personnel staff issues
14. Action Item: Staff request
15. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, January 27, 2014 so arrangements can be made."



LEGISLATIVE DISCUSSION

Friday, January 31, 2014
Neville Public Museum
11:30 a.m.

AGENDA

I. Key Discussion Issues

- a. Correctional/Jail Officers Retirement Status
- b. Family Care Update
- c. Fraud Bill Update
- d. 911 Funding Update
- e. Library Bill Update

II. Open Discussion

III. Conclusion

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



JANUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <i>County Board Office Closed - HAPPY NEW YEAR!!!</i>	2 Ed & Rec 5:30 pm	3	4
5	6 Executive Cmte 5:30 pm	7	8	9	10	11
12	13	14	15 Board of Supervisors 7:00 pm	16 Criminal Justice Coord. Board 8:00 am	17	18
19	20	21 Vets Recognition Subcommittee 5:00 pm	22 Human Svc 6:00 pm	23 Admin 5:00 pm	24	25
26	27 Land Con 6 pm Plan Dev & Trans 6:30 pm	28	29	30	31	



FEBRUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm	6 Ed & Rec 5:30 pm	7	8
9	10 Exec Cmte 5:30 pm	11	12	13	14 	15
16	17	18 Veterans Recognition Subcmte 5:00 pm	19 Public Safety 6:30 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Svc 6:00 pm	27 Administration Cmte 5:00 pm	28	

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (December 16, 2013)
- Northeast Wisconsin Family Care (January 14 & 21, 2014)
- Revolving Loan Fund Committee (December 20, 2013)
- Revolving Loan Fund Committee (Draft – January 16, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 16, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick—Chair, Ann Hartman—Vice Chair, Corday Goddard, Adam DeKeyser

MEMBERS ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Rob Strong, Robyn Hallet, Stephanie Schmutzer, Charles Androsky, Pat Leifker, Nicole Tiedt, Yvette Tice, and Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 20, 2013, meeting of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the minutes from the November 20, 2013 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
P. Leifker reported that Integrated Community Solutions had collected 95 preliminary applications in November.
 - B. Unit Count
It was stated by P. Leifker that the Unit Count for November was 2,877.
 - C. Housing Assistance Payments Expenses
P. Leifker explained that the Housing Assistance Payments Expenses were \$1,144,521 in November.
 - D. Housing Quality Standard Inspection Compliance
M. Roberts reported that 346 inspections had been conducted in November. Of those 59.53% passed on the first evaluation, 15.61% passed on the reevaluation, and 24.86% failed the inspection.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice explained that there were 293 port-outs with an associated cost of \$229,332. In the month of November ICS was underspent by \$5,248. FSS was underspent by \$5,863.
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that the FSS Program had a total of 77 clients in the month of November. For the same month, the FSS Program had 28 escrow accounts, one

graduate, and two new contracts. There were 65 homeownership clients during this period.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 19 VASH clients in the month of November, with zero added.

N. Tiedt stated that due to a positive reaction from the community towards the FSS program and the newspaper article recently published after the FSS Graduation Ceremony, an anonymous donor had provided a significant monetary Christmas gift for one of the FSS graduates.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were three new Langan investigations assigned in the month of November. Five previous investigations were closed, three were still active. There were 179 new applications processed, of which 176 were approved. Three applications were denied.

P. Leifker presented breakdowns of new investigations and applicants by municipality. He reported that the majority came from the City of Green Bay. Ashwaubenon represented the second largest originating municipality for new applicants.

A. Hartman inquired if the reason for this may be because Ashwaubenon has many apartments, to which M. Roberts clarified that this was correct. There are many apartments on Marvel Lane as well as on Holmgren Way.

M. Roberts directed attention to a breakdown of fail items for November. He reported that the majority were due to windows and electrical issues. A. Hartman asked if the failures of windows were due to the windows being loose. M. Roberts replied that a failure could be designated because the owner had not installed storm windows or if the windows are not opening as intended. In some cases, windows will not stay open and must be propped up.

A. Hartman inquired if the appliance failures were due to appliances not working as intended. M. Roberts clarified that a variety of issues could lead to an appliance being designated a "failure," including leaking seals and broken shelving.

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and possible action on appointment of Interim Secretary/ Executive Director

The Authority thanked R. Strong for his service to the City and to the BCHA. R. Strong stated that due to the gap in leadership created by his retirement and the appointment of a new Executive Director, he was recommending R. Hallet for the role of Interim Director over the Authority until a permanent Executive Director is in place. R. Hallet inquired if the Mayor had made the decision if an Interim Director would be appointed. R. Strong stated that even if an Interim Director were appointed, R. Hallet's familiarity and knowledge of the programs and policies make her appropriate for directorial responsibilities over the Authority.

T. Diedrick expressed approval for this action and asked for a motion to appoint R. Hallet as Interim Director over the Authority until such time as a new Executive Director is in place. A. Dekeyser made the motion and seconded by A. Hartman. Motion carried.

4. Approval of Resolution #13-03 Approving Operating Budget

S. Schmutzer reported that HUD has requested that a resolution be approved for the Operating Budget. Official approval of the Resolution is required before submittal to HUD.

A. Hartman made a motion to approve Resolution #13-03 and seconded by A. Dekeyser. Motion carried.

5. Discussion and possible action on Depository Agreement with Nicolet National Bank

S. Schmutzer reported that HUD requires an agreement between the Authority and the depository.

A. Dekeyser asked what factors qualified Nicolet National Bank to act as the Authority's depository. R. Hallet explained that the decision had been made before S. Schmutzer's hire date, and that at the time the financial conditions at Nicolet National Bank were more favorable to the Authority than other financial institutions. A. Dekeyser inquired if the funds rolled up into Brown County as a whole or if it was kept separate. S. Schmutzer clarified that the BCHA is a separate entity with its own EIN number. As such, it is completely separate from Brown County.

A. Hartman made a motion to approve the Depository Agreement with Nicolet National Bank and seconded by C. Goddard.

A. Dekeyser asked how often our banking arrangements are reviewed. T. Diedrick suggested that it be reviewed on a two-to-three year basis. A. Dekeyser suggested that a biannual basis would allow the Authority to maintain a more favorable financial position with its acting depository.

C. Goddard made a motion to approve the Depository Agreement with Nicolet National Bank with biannual renewal, seconded by A. Dekeyser. Motion carried.

6. Discussion and possible action on Insured Cash Sweep account at Nicolet National Bank

S. Schmutzer explained that there are certain insurance requirements within the Authority's agreement with Nicolet National Bank. The Authority must approve an Insured Cash Sweep account in order to maintain proper FDIC insurance over deposited funds.

C. Goddard made a motion for approval of the Insured Cash Sweep account to insure the Authority's deposited funds with Nicolet National Bank, seconded by A. Hartman.

A. Dekeyser inquired if the Authority's current deposits were being insured to the level specified by the motion. S. Schmutzer explained that the Authority was changing the type of depository account to a Sweep account, which provides for the insurance. Motion carried.

INFORMATIONAL:

T. Diedrick expressed his desire for the Authority to continue meeting on the third Monday of every month. The Authority agreed to keep this meeting schedule until such time as a new Executive Director is in place.

BILLS:

T. Diedrick asked for a motion to approve the monthly bills. A. Dekeyser made the motion, seconded by A. Hartman. Motioned carried.

FINANCIAL REPORT:

A. Dekeyser inquired if the financial reports could be reconfigured to include a column which illustrated a year-over-year comparison. S. Schmutzer replied that the Quickbooks program does not allow this, but she may be able to devise a way to make it possible.

A. Dekeyser asked the negative amount of net income illustrated on the report would get reconciled at the end of the year. S. Schmutzer stated that the negative figure was partially due to the Authority overspending to utilize reserve funds.

STAFF REPORT:

A. Hartman inquired as to how long the gap between Executive Directors would be. R. Strong explained that the hiring process was in motion and a fair estimate would be March 2014; although the role could be filled sooner.

7. Date of next meeting: January 20, 2014

A motion was made by A. Dekeyser and seconded by A. Hartman to adjourn. Motion carried.

Meeting was adjourned at 3:30pm.

caa:RAH:jld

BOARD OF DIRECTOR MEETING MINUTES

Northeast Wisconsin Family Care District

Executive Committee Agenda

January 14, 2014

10:00 a.m.

Door County Government Center

The Lakeshore Room

421 Nebraska Street

Sturgeon Bay, WI

Executive Committee Members

Carole Andrews

Julie Kudick

Mark Moeller

NEW FC

Rolf Hanson

Debbie Peterson

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

2. CONFIRMATION OF PROPER POSTING

Debbie Peterson gave written notice confirming copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website:

www.northeastwisconsinfamilycare.com

3. CONFIRM AGENDA

Motion by Carole Andrews supported by Julie Kudick to approve the agenda—all aye—motion carried.

4. The Committee may convened in closed session pursuant to Wis. Stat. Sec. 19.85(1) (e) “[d]eliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” to wit: to discuss the status of the District’s planning grant and potential application to provide family care services. Motion by Carole Andrews, supported by Julie Kudick to convene in closed session; Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

5. RECONVENE IN OPEN SESSION

Motion by Julie Kudick supported by Carole Andrews to reconvene in open session.

Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

6. ADJOURN

Motion by Carole Andrews supported by Julie Kudick to adjourn at 11:40 a.m. –all aye– motion carried.

These minutes are respectfully submitted by Debbie Peterson
and have **NOT BEEN APPROVED** by the Northeast Wisconsin Family Care Board of Directors

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BOARD OF DIRECTOR MEETING MINUTES

Northeast Wisconsin Family Care District

Executive Committee Agenda

January 21, 2014

10:33 a.m.

Door County Government Center

The Lakeshore Room

421 Nebraska Street

Sturgeon Bay, WI

Executive Committee Members

Carole Andrews

Julie Kudick

Mark Moeller

NEW FC

Rolf Hanson

Debbie Peterson

Andy Phillips (by phone);

NEW FC Legal Counsel

1. CALL TO ORDER

The meeting was called to order at 10:33 a.m.

2. CONFIRMATION OF PROPER POSTING

Debbie Peterson gave written notice confirming copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website:

www.northeastwisconsinfamilycare.com

3. CONFIRM AGENDA

Motion by Julie Kudick supported by Carole Andrews to approve the agenda—all aye—motion carried.

4. The Committee may convened in closed session pursuant to Wis. Stat. Sec. 19.85(1) (e) “[d]eliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” to wit: to discuss the status of the District’s planning grant and potential application to provide family care services. Motion by Carole Andrews, supported by Julie Kudick to convene in closed session; Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

5. RECONVENE IN OPEN SESSION

Motion by Carole Andrews supported by Julie Kudick to reconvene in open session.

Roll Call vote: Andrews – aye, Kudick – aye, Moeller – aye.

6. ADJOURN

Motion by Julie Kudick supported by Carole Andrews to adjourn at 12:04 p.m. –all aye– motion carried.

These minutes are respectfully submitted by Debbie Peterson
and have **NOT BEEN APPROVED** by the Northeast Wisconsin Family Care Board of Directors

Northeast Wisconsin Family Care is a member driven organization passionate about delivering service options by supporting personal choices which promote the greatest opportunity for an independent quality of life, in a caring, respectful, and efficient manner.

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Friday, December 20, 2013
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
1:30 p.m.

ROLL CALL:

Brent Miller	<u>X</u>	Chuck Riley	<u>X</u>
Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Lynn VandenLangenberg	<u>X</u>		<u> </u>

OTHERS PRESENT: Attorney Michele McKinnon, Chuck Lamine, Fred Monique and Lisa Harmann.

R. Van Straten called the meeting to order at 1:35 p.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the July 23, 2013, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by C. Riley, seconded by B. Miller, to approve the minutes as presented. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to amend the agenda to address both agenda items #4 and #5 first and then proceed with items #2 and #3 as a combined executive session. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Raven Manufacturing and loan repayment status and possible loan collection action with Met Jet, Inc.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by C. Riley, seconded by B. Miller, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of conferring with legal counsel regarding loan litigation with Raven Manufacturing and possible loan collection action with Met Jet, Inc. Motion carried unanimously.

A motion was made by C. Riley, seconded by B. Miller, to return to open session. Motion carried unanimously.

A motion was made by B. Miller, seconded by C. Riley, to allow Attorney Michele McKinnon to move forward with the direction she was given by the committee in regards to Raven Manufacturing. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to allow Attorney Michele McKinnon to move forward with the direction she was given by the committee in regards to Met Jet, Inc. Motion carried unanimously.

3. Pursuant to Wisconsin Statue 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from Green Box NA Green Bay, LLC.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by B. Miller, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statue 19.85(1)(e) for the purpose of reviewing a loan request from Green Box NA Green Bay, LLC. Motion carried unanimously.

Pursuant to Wisconsin Statue 19.85(1)(e), the Brown County Revolving Loan Fund Committee remained in Executive Session for the purpose of reviewing a second loan request from Benmar Fabrication, LLC.

A motion was made by R. Patrickus, seconded by B. Miller, to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to deny the Green Box NA Green Bay, LLC loan application. Motion carried unanimously.

A motion was made by B. Miller, seconded by C. Riley, to approve the Benmar Fabrication, LLC loan request for \$250,000 at 4% interest with a repayment term of seven years. Collateral is a second position General Business Security Agreement secured by a UCC filing with the Secretary of State covering all assets and a personal guarantee provided by Lionel Galerne. Loan is contingent upon obtaining a Key Man Life Ins. Policy on the President, Todd Marohl and an acceptable employment contract between President and owner, Lionel Galerne for the duration of the loan. Motion carried unanimously.

4. Other matters.

C. Lamine stated that the balance of available revolving loan funds prior to today's loan approval, was approximately \$775,000. All existing loan payments are current.

5. Adjourn.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to adjourn. Motion carried unanimously. The meeting adjourned at 4:10 p.m.

(DRAFT) MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Thursday, January 16, 2014
Northern Building
305 E. Walnut Street, Conference Room 201
Green Bay, WI 54301
1:30 p.m.

ROLL CALL:

Brent Miller	<u>X</u>	Chuck Riley	<u>X</u>
Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Lynn VandenLangenberg	<u>X</u>		

OTHERS PRESENT: Chuck Lamine, Michele McKinnon, Fred Monique and Lisa Harmann.

R. Van Straten called the meeting to order at 1:30 p.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the December 20, 2013, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by C. Riley, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Met Jet, Inc.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Patrickus, seconded by B. Miller, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of conferring with legal counsel regarding loan litigation with Met Jet, Inc. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by B. Miller, to return to open session. Motion carried unanimously.

A motion was made by C. Riley, seconded by R. Patrickus, to approve the direction given to M. McKinnon during closed session.

3. Other matters.

L. VandenLangenberg asked to be excused from the committee as soon as she can be replaced due to other commitments. The committee expressed their appreciation to L. VandenLangenberg for her many years of service. The committee was asked to provide County Executive Streckenbach with any prospective members to replace L. VandenLangenberg and/or to add to the size of the committee.

4. Adjourn.

A motion was made by R. Patrickus, seconded by C. Riley, to adjourn. Motion carried unanimously. The meeting adjourned at 2:35 p.m.